

## AREA OF SERVICE-RE ASSESSMENT

Students who have failed an assessment due to their own fault, such as late submission or missing work, may incur a penalty to resubmit their assessment in full. This form is to be completed, and submitted to Administration along with the reassessment fee and a copy of their work for which they wish to be reassessed in. The media of the resubmission must be relevant to the type of reassessment.

<b>Student ID No.</b>			
<b>Given Name(s)</b>			
<b>Surname</b>			
<b>D.O.B (dd/mm/yyyy)</b>		<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Course Name</b>			
<b>Course Code</b>			
<b>Reassessment Description</b>			
<b>Reassessment Type (tick)</b>	CD/DVD <input type="checkbox"/> Hardcopy Document <input type="checkbox"/> Live Practical <input type="checkbox"/> Other (Specify): _____		

### Student Declaration

I declare that the information supplied on this form is correct and complete. I am aware that I have failed my original assessment submission due to my own fault, and wish to resubmit my assessment in full, at cost, as per RTO's policy and procedures regarding Re-Assessments and Unit Repeat.

I understand that I must pay the amount of AUD\$\_\_\_\_\_ prior to finalization of the reassessment. I further note that payment does not guarantee a successful outcome, as the work will be reassessed in strict accordance with my chosen course's normal assessment criteria.

I acknowledge that this offer for reassessment will lapse on \_\_\_\_\_, after which, failure to meet this deadline will require me to repeat \_\_\_\_\_ to successfully complete my course.

*NB. Course Coordinator/Assessor to fill in blanks.*

<b>Student Signature</b>		<b>Date</b>	/ /
--------------------------	--	-------------	-----

Office Use Only			
Received by Administration	Initial:		Date: / /
Action Required	Actioned By (Initial)	Date	
Copy to Student		/ /	
Payment Made		/ /	
Course Coordinator Notified		/ /	
All documents filed in student folder – Administration Department		/ /	